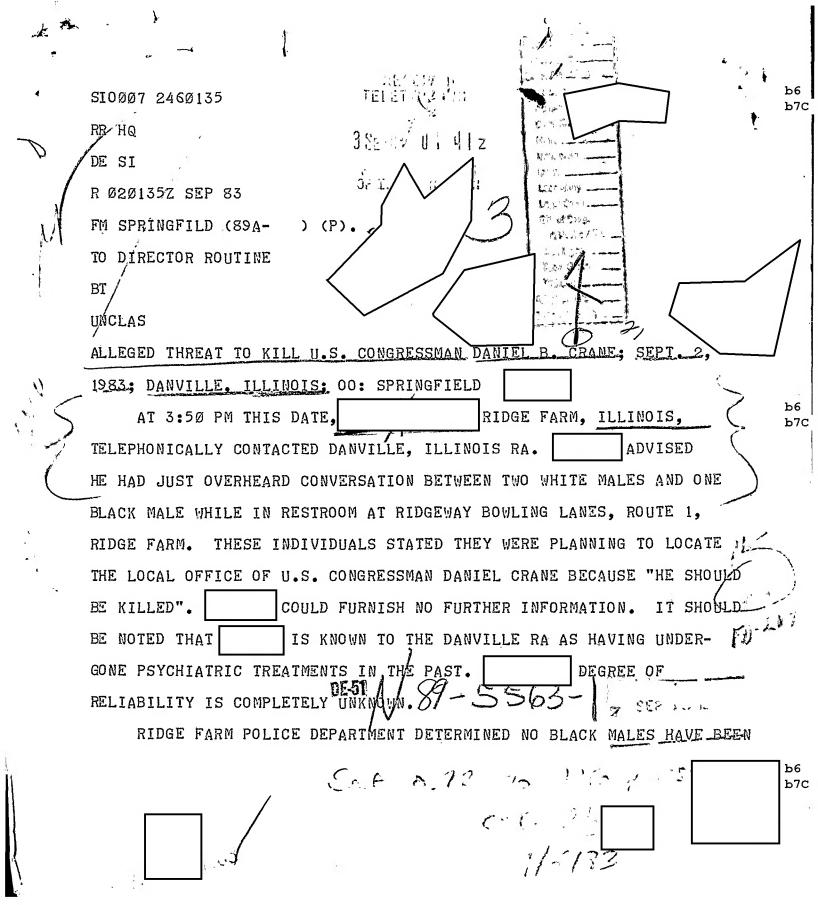
FEDERAL BUREAU OF INVESTIGATION DELETED PAGE INFORMATION SHEET FOI/PA# 1549424-000

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### **USE AND PREPARATION OF FORM 0-73**

#### **Restrictions on Use**

- 1. Only incoming teletype messages within the categories listed in MIOG Section 16-1.7 pages 1251 & 1252 may be prepared using form 0-73.
- Use of Form 0-73 is restricted to incoming teletype messages received at FBIHQ Communications Center within the last 72 hours.
- 3. Addressees must be Bureau Offices (LEGAT/Field) or other Government Agencies. Geographical location must be indicated if other Government Agency is located outside the Washington, D.C. area.
- 4. Editing of message text is restricted to typed or printed changes of a word or two. Changes to the existing text involving more than a word or two will require the originator to initiate a new message using Form 0-93. Administrative data may be added immediately following the text and must be identical for all addressees.
- 5. Teletype meesages received by the Communications Center that do not meet the above criteria shall be returned to the originator for preparation using Form 0-93.

### Preparation of 0-73 Form (Yellow)

- 1. Date & Precedence Type or print date and indicate precedence by checking, the appropriate box.
- Addressee(s) Type or print addressee(s) immediately following the "TO:" or place a check mark in the appropriate box. Note: When using block "Other," indicate geographical location if addressee(s) is located outside Washington, D.C. If addressee(s) is a military installation, the name of the base, fort, or station must be listed to ensure delivery.
- 3. Classification Type or print the classification and if appropriate the caveat and warning notices.
- 4. Addressee Internal Distribution Complete when the originator wishes the message to be distributed to a known entity within a Headquarters Agency (i.e. Division, Section, Unit, etc.). List the addressee(s) abbreviation and the internal distribution, i.e. a message to Dept. of State, Dept. of Justice, and Defense Intelligence Agency; list on the "For" line(s) as follows: Example: For: DOS For SY/TAG; DOJ for Asst. AG Criminal Div.; DIA For DSOP. Messages which do not list internal distribution shall be delivered to the agency headquarters where their analyst will effect in-house distribution.
- 5. Subject Type or print the subject in the space provided or check "see attached" if subject is identical to attached message.
- 6. Originator's Boxes Type or print the originator's name, telephone extension, room number, and division.
- 7. Approved By Box Indicate approval for transmission by initialing the approved by box. Note: The person approving the message is solely responsible for assuring all necessary editing changes are accurate and are legible.

## Preparation of Message To Be Transmitted

- 1. **Duplicate Copy & Notations -** Xerox 1 copy of the incoming teletype message. A notation shall be made on the original incoming teletype indicating one copy made for relay to SACS \_\_\_\_\_\_\_, (or LEGATS) \_\_\_\_\_\_\_, (or Government Agencies) \_\_\_\_\_\_.
- 2. Editing of Duplicate Copy (Heading) Using a lead pencil ONLY draw single lines through the first and last lines of the message heading; connect these lines from top right to bottom left forming a "Z" figure. (Do Not Obliterate the Heading)
- 3. Editing Changes to the Text (See Restrictions on Use, item 4)
- 4. Administrative Data Type or print administrative data immediately following the text.

PAGE TWO SI 89A- UNCLAS

OBSERVED IN THE BOWLING ALLEY DURING THE ENTIRE DAY. U.S. SECRET

SERVICE, SPRINGFIELD, ILLINOIS, ADVISED OF ABOVE THIS DATE. DANVILLE

POLICE DEPARTMENT AND VERMILION COUNTY, ILLINOIS SHERIFF'S OFFICE

HAVE BEEN ADVISED AS CONGRESSMAN CRANE RESIDES AT 3570 NORTH VERMILION,

DANVILLE. ATTEMPTS TO NOTIFY PERSONNEL AT CONGRESSMAN CRANE'S LOCAL

OFFICE LOCATED AT 425 NORTH GILBERT STREET, DANVILLE, HAVE BEEN

UNSUCCESSFUL. SPRINGFIELD WILL CONTINUE EFFORTS TO NOTIFY SAME.

BT